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KIM GUADAGNO  
*Lt. Governor*

MARY E. O'DOWD, M.P.H.  
*Commissioner*

**Notice of Funding Opportunity-New Jersey Commission on Cancer Research (NJCCR)**

**2016 PRE AND POST DOCTORAL  
CANCER RESEARCH FELLOWSHIP AWARDS**

RFA Release Date: September 11, 2015  
Submission Date for Letter of Intent: September 18, 2015  
Bidder's Conference: September 21, 2015  
Application Submission Date: October 19, 2015  
Notification of Award: January 2016

**Part 1. Executive Summary**

The New Jersey Department of Health – New Jersey Commission on Cancer Research (NJDOH-NJCCR) announces the availability of Fiscal Year (FY) 2016 funds to support pre and post doctoral fellows who will conduct original basic, biomedical, behavioral or clinical science research related to the causes, prevention, survival and treatment of cancer.

Approximately, \$1.65 million is available for up to 20 fellows. Applications will be reviewed and scored objectively by a committee of experts. See page 9 for Review Information. The total project period is 24 months with a 24 month budget period and an anticipated award date of January 1, 2016.

**A Technical Assistance Meeting will be held In September for all fellows and research institutions that have submitted a Letter of Intent September 21, 2015. This technical assistance meeting will provide the opportunity for potential fellows to review, clarify and ask questions about the information presented in this RFA. No further technical assistance on the RFA will be provided after this meeting.**

The NJCCR funds research projects that focus on the genetic, biochemical, viral, microbiological, environmental, behavioral, socioeconomic, demographic and psychosocial aspects of cancer prevention, causes, development, treatment and palliation. Such research may include studies that relate to fundamental aspects of cancer, but these must include biologic systems, tissues, cells, human subjects and/or other materials that have a direct relationship to cancer.

NJCCR seek to stimulate fundamental research by early-career scientists and scholars of outstanding promise. These two-year fellowships are awarded in recognition of distinguished performance and a unique potential to make substantial contributions to their field.

**PURPOSE:**

The purpose of this granting vehicle is to lessen the burden of cancer in New Jersey. According to the New Jersey Cancer Registry (NJSCR), a total of 48,481 cases of invasive cancer diagnosed in 2012 among New Jersey residents were reported to the NJSCR, which is slightly lower compared to 49,004 reported cases diagnosed in 2011. During the period 2008-2012, a total of 244,532 cases of invasive cancer were diagnosed among New Jersey residents, 50.2% among men and 49.8% among women, 83.8% among whites, 11.1% among blacks, and 3.5% among Asians and Pacific Islanders (API). Hispanics of any race accounted for 8.3% of the total cancer cases.

**BACKGROUND:**

The NJCCR, whose members are appointed by the Governor, was established on January 17, 1983, with the passage of the "Cancer Research Act" by the New Jersey State Legislature. A central mission of the NJCCR is to promote significant and original research in New Jersey into the causes, prevention and treatment of cancer. The NJCCR also serves as an important resource to providers and consumers of cancer services in the State .

Funding for the NJCCR fellowships is fueled by revenue generated from the check-off boxes on the New Jersey State Individual Income Tax forms as well as proceeds from the specialty conquer cancer license plate available from the New Jersey Motor Vehicles Commission. The Governor's FY 2016 State Budget included the allocation of \$1 million for cancer research.

Administered through the NJDOH, the NJCCR provides fellowship awards to attract and retain talented young scientists who wish to pursue a career in cancer research in New Jersey. An independent evaluation of the NJCCR Pre- and Post-Doctoral awards programs has indicated that award recipients contribute significantly to their laboratories by identifying new research directions of relevance to cancer and improve opportunities for grants and contracts. Additionally, almost 70% of NJCCR postdoctoral fellows go on to pursue successful research careers in academia and the private sector.

**TYPE OF RFA:**

This is an open and competitive cancer research fellowship program, based on a National Institutes of Health (NIH) system of scientific review that is available to all non-profit research institutions, cancer centers, hospitals or scientific agencies in New Jersey who meet the minimum eligibility requirements described in the section below.

Graduate and postdoctoral candidates must apply for this award through an authorized individual at their University or Institution. Applications sent directly from candidates will not be accepted.

Each application must be identified as intended for either a Post - or Pre-Doctoral Cancer Research Scholar Award.

## **APPLICATION FORMAT:**

### **Letter of Intent**

A Letter of Intent MUST be submitted via email to NJCCR prior to accessing the System for Administering Grants Electronically (SAGE). "Notice of Intent to Apply" should be the Subject Line of the email. It must be sent no later than close of business on **September 18, 2015**. The Letter of Intent should include the name of the fellow, institution, title of the research project, name of the sponsoring researcher, hypothesis, aim/goal of the research and brief description (about 1 paragraph) of the research.

The Letter of Intent should be emailed to: **njccr@doh.state.nj.us**

A Technical Assistance Meeting will be held on **September 21, 2015**. The location and time of the Technical Assistance Meeting will be announced on the NJCCR website [<http://www.state.nj.us/health/ccr>]. This meeting will be used to review any questions and concerns about the application and SAGE process.

The Date for the applications to be available on SAGE will be announced at the Technical Assistance meeting.

## **APPLICATION CRITERIA**

Fellows must submit a detailed project narrative, describing how the research will be conducting during the funding period. It should be succinct, self-explanatory and organized in the order outlined in this section so reviewers can understand the proposed project. The narrative should include the following:

### **Lay Abstract**

An abstract written and easily understood by individuals who do not conduct cancer research.

### **Abstract of Research Planning**

The official abstract describing the research the hypothesis, goals and significance

### **Specific Aims**

Are broad statements of desired outcomes, or the general intentions of the research, which 'paint a picture' of your research project

### **Significance**

This section describes the importance or rationale for conducting the research. Overall, this section answers several questions. Why is this work important? What are the implications of doing it? How does it link to other knowledge?

**Progress Report/Preliminary Studies**

This section should describe any preliminary studies that act as the foundation for proposed study.

**Experimental Design**

Describe the strategy that will be used to direct the planning of the research and support the specific aims.

In addition, the fellow will need to include:

- Biographical Sketch
- Research Funding Support of Sponsor
- Resources and Environment
- Comments from Sponsor

**Use of Funds** - Upon award, the recipient shall ensure that funds are immediately accessible and used for activities described in approved narrative.

Funds may be used to support:

- Equipment, supplies, or educational materials for the purpose of conducting cancer research.
- In state travel to meetings/events relevant to the study
- Costs associated with cancer research.

**Funding Restrictions** - Please refer to Appendix A for Cost Controlling Initiatives, which must be taken into account while planning the research and writing the budget:

- Recipient may not use funds for purchasing vehicles.
- Recipient may not use funds for travel outside of the state of New Jersey.
- Recipient may not use funds for food or refreshments.
- Recipient may not use funds for interest on loans for the acquisition and/or modernization of an existing building.
- Recipients may only expend funds for reasonable program purposes, including travel and supplies.
- Recipient may not use funds for tuition reimbursement.

**Submission Dates and Times:** Applications must be submitted, via the SAGE system (<https://enterprisegrantapps.state.nj.us/NJSAGE/Login.aspx?APPTHEME=NJSAGE>) no later than 3:00 on **October 19, 2015**. Paper submissions will not be considered.

Incomplete grant applications will not be considered and will be disqualified. Applications that do not meet the above criteria will not be considered and will be rejected. Selected applicants will be notified of funding decisions on or about January 1, 2016.

## **Your research institution must be registered on SAGE:**

Applicants are required to submit financial documents in accordance to the NJDOH Cost Controlling Initiatives. Failure to provide required documentation by the date of application submission will result in the application being deemed non-responsive. Please attach the requested documents in word or PDF to your application through the NJDOH System for Administering Grants Electronically (SAGE):

1. Valid Internal Revenue Services (IRS) 501(c) (3) tax exempt status.
2. Statement of Total Gross Revenue and/or Annual Report (if applicable). If grant is less than \$100,000 and agency doesn't receive any other funds from the state or federal government an audit report is not required. Agency should submit the Statement of Total Gross Revenue in order to determine if an audit report is required.
3. Tax Clearance Certificate is to be submitted—Application for Tax Clearance can be obtained at <http://www.state.nj.us/treasury/taxation/busasst.shtml> (fee of \$75.00 or \$200.00).
4. NJ Charities Registration- If your organization is registered with the NJ Charities Registration then each year a "Letter of Compliance" from the Division of Consumer Affairs must be obtained. All registered charities must renew their registration yearly. For more information contact and forms can be found @ <http://www.state.nj.us/lps/ca/charity/charfrm.htm>

**Research Scholars must register with NJSAGE on the following website address: [www.sage.nj.gov](http://www.sage.nj.gov) as a "new user".**

**Instructions for each applicant to set up a user account on SAGE (must be completed in order to apply):**

### **Set-up New User SAGE Account**

At the login screen, click on the New User link. Complete the **Contact Registration Information** form and click **SAVE**. All fields marked with an asterisk (\*) are mandatory.

***Username:*** Letters and numbers - 5 to 20 characters (*example: abattle1, alb12*)

***Password:*** Letters and numbers - 7 to 20 characters

### **New User Validation**

When the form is completed, you will be returned to the login screen. Notify your agency's Authorized Official or Agency Administrator so they can validate you as a new user for your agency. Please note you will not be able to log into NJSAGE until you are validated by your organization.

### **Validating Users (for Agency Administrators and Authorized Officials )**

An agency's Authorized Official (AO) or Agency Administrator (AA) must give new users access in NJDOH SAGE. The following instructions are for AAs and AOs only.

Log into NJDOH SAGE, scroll below **My Information** to **My Organization** and click on the name of your agency. Your agency's information will appear. Find and click on the **Members** tab. In the **Search** field, enter the name of the person you wish to add to your agency. When you locate the correct person check the box next to their name, select a **Security Role** from the dropdown menu, and enter a **Start Date**. Click **SAVE** to associate the user with your agency and validate them.

#### **Instructions for New Agencies:**

**Contact Cynthia Satchell-Gore @ 609-633-8009**

- 1 Complete the FORM For Adding Agency Organizations Into NJSAGE
- 2 Identify your validated Authorized Official, or if none, have the Authorized Official register as a new user. The new user (Authorized Official) will be validated when the organization is validated and assigned to the organization.
- 3 Sign a **hard copy** of the FORM For Adding Agency Organizations Into NJSAGE and submit it via a FAX or as an email attachment to Cynthia Satchell
  - a. FAX 609 633-1705
  - b. Email: [Cynthia.Satchell@doh.state.nj.us](mailto:Cynthia.Satchell@doh.state.nj.us)

**NOTE - If you have previously applied in NJSAGE, please do not reapply. Your Organization information has already been established.**

**For assistance in NJSAGE you may also email [OIT-SAGEhelpdesk@oit.nj.gov](mailto:OIT-SAGEhelpdesk@oit.nj.gov)**

#### **ELIGIBILITY CRITERIA:**

Candidates must apply for the fellowship under the guidance of a Sponsor—a scientist (tenured, tenure-track or equivalent position) capable of providing mentorship to the Fellow. In addition to aiding in the planning, execution and supervision of the proposed research, the Sponsor's role is to foster the development of the Fellow's overall knowledge, technical and analytical skills, and capacity for scientific inquiry. The Sponsor is also expected to assist the Fellow in attaining his/her career goals.

Awards are made to institutions for the support of the Fellow under direct supervision of the Sponsor. Candidates who have already accepted another pre or postdoctoral research fellowship award are not eligible.

Applicants must be New Jersey non-profit research institutions with formally established and active graduate research programs.

#### **PRE-DOCTORAL:**

- Applicants must be United States citizens or have permanent residency status.

- New Jersey residents who meet other qualification standards will have priority (Proof of residency, including New Jersey driver's license, voter registration card or other acceptable evidence, may be required).
- Applicants must be full time graduate students in residence in a proposed course of study directly related to cancer.
- The NJCCR prefers to support pre-doctoral candidates who have completed most of their course work and are concentrating on research projects at least 80% of their time. It is expected that applicants will not be less than two years from their expected completion of their thesis work.
- Teaching and other non-research responsibilities should not exceed 20% of time without permission from the NJCCR.

#### POST-DOCTORAL:

- Candidates of outstanding quality must hold a PhD, MD, DrPH, DO or equivalent graduate degree.
- Appropriate degrees must be awarded prior to activation of award.
- Candidate must be accepted for postdoctoral training under the supervision of an appropriate sponsor at a non-profit research institution in New Jersey.
- Very senior postdoctoral fellows or candidates pursuing second training fellowships will not be supported under this award.

Three (3) **letters of recommendation and a recent transcript** (an unofficial transcript is fine) must be included in the application packet. The letters of recommendation are to be emailed separately with the name of the applying fellow in the subject line. The transcript can be uploaded into Misc. Attachments in SAGE. Letters and transcript are to be received by application due date, received in the NJCCR office no later than 3:00 p.m. on the application due date - **October 19, 2015**.

It is the responsibility of the candidate to make sure letters of recommendation and transcript arrive at the NJCCR Office on time since these letters must remain confidential. **Late letters of recommendation and transcripts will not be accepted.** The fellow's name must be included in the Subject line of all correspondence.

**Letters of Recommendation and Transcripts can be emailed to:**  
**[njccr@doh.state.nj.us](mailto:njccr@doh.state.nj.us)**

Or Mailed:

**NJ Commission on Cancer Research  
50 East State St. 6<sup>th</sup> Floor  
PO Box 364  
Trenton, NJ 08625-0364**

**\*Please note regular mail may be delayed by several days. Send overnight mail or regular mail with advance time to reach the NJCCR office on time.**

**TYPE OF FUNDING:**

**PRE-DOCTORAL SCHOLAR:**

- A total of -- Pre-Doctoral Scholar Awards will be given at \$50,000 over two years.
- Pre-doctoral fellowships are for two years only, based on availability of funding.
- A stipend of \$22,000 per annum will be awarded for salary plus an additional \$2,200 for fringe. The remainder of the dollars are research related expenses.
- The New Jersey Commission on Cancer Research considers the cost of tuition to be the responsibility of the academic institution. Institutions that accept New Jersey Commission on Cancer Research fellowships must provide tuition remission for the approved fellow.
- Institutions may supplement stipends, but not with other full time fellowship awards or other NJCCR monies.
- Indirect costs are not allowed in this program.
- NJCCR Pre-doctoral Scholars should be aware that tax reform includes stipends and other portions of these awards as taxable income.

**POST-DOCTORAL SCHOLAR:**

- A total of 15 Post-Doctoral Awards will be given at \$100,000 over two years.
- All NJCCR Post-Doctoral Scholar Awards are for two years, based on availability of funding.
- A stipend of \$40,000 per annum will be awarded to postdoctoral candidates for salary. The remainder of the dollars are research related expenses.
- Institutions may supplement stipends, but not with other full time fellowship awards or other NJCCR monies.
- Indirect costs are not allowed in this program.

- NJCCR Post-doctoral Scholars should be aware that tax reform includes stipends and other portions of these awards as taxable income.

### **BUDGETARY OVERLAP:**

The NJCCR does not fund studies that have budgetary overlap with research awards supported by other agencies. Accurate and complete information on actively funded, pending and planned proposals must be provided on the application form entitled "Application for Other Concurrent Support." NJCCR does not fund multiple fellows with the same sponsor.

Should funding be accepted from another agency, it is the responsibility of the Scholar or sponsor to notify the NJCCR immediately. The NJCCR is in communication with other funding agencies and reserves the right to investigate any possible overlaps.

### **COMPLIANCE REQUIREMENTS:**

Funding Authorization Number 46.99448.

Terms and Conditions for Administration of Health Services Grant

Applicable Cost Principles - State and Local Governments, Non-Profit Agencies, Hospitals and Educational Institutions - (copy available from the NJCCR office upon request).

### **TERMS:**

All progress reports, expenditure reports and payment vouchers must be submitted through SAGE as dictated in the Contract Agreement. The NJCCR must be notified immediately if awards are not accepted or canceled. Unspent funds must be returned within 30 days of cancellation.

### **INSTITUTIONAL RESPONSIBILITIES:**

Program administrators and/or grant managers must assure that required progress reports are submitted in a timely and accurate fashion. Failure to submit programmatic reports may delay Scholar payments. All NJCCR Scholars are expected to participate in a Scholars Meeting (time and place to be announced) as well as the Annual Retreat on Cancer Research in New Jersey, which is an approved NJCCR sponsored scientific program. Program administrators should make every effort to assist Scholars in this activity. All publications and presentations made by the applicant on the funded project should include the statement "Funded by the New Jersey Commission on Cancer Research

Applications may be subject to the Open Public Records Act. Acceptance of this award presumes an understanding of, and agreement with these responsibilities. Failure to comply with these terms may result in grant termination.

#### **PAYMENTS:**

Payments will be made quarterly after the submission and approval of quarterly expense report. All reports are submitted through the SAGE system.

All expenditure reports must be submitted through SAGE. **A final expenditure report must be submitted through SAGE no later than 60 days after the end of the award period.** The report must have the signature of the financial officer of the institution. The Commission or its designated representative reserves the right to audit accounts at any time.

#### **PROGRESS REPORT:**

Progress reports must be submitted every six (6) months for the entirety of the fellowship. The due dates will be provided at a later date and will coincide with the expenditure report due dates. The progress reports are a summary of research performed during the reporting period. The summary should be technical, but targeted to a general scientific audience. It should be sufficiently detailed such that the Fellow's research activities over the award year are clearly articulated. Figures and references may be included if appropriate. The report should not exceed three pages

**A detailed Final Progress report must be completed by the faculty mentor/mentors no later than 60 days after the end of the award period.** The Final Progress Report must summarize the outcomes achieved as a result of the 2016 Pre-Doctoral and Post-Doctoral Cancer Research Scholars Award. The Final Progress Report must also be submitted through SAGE.

#### **REVIEW PROCEDURES AND CRITERIA:**

All proposals are reviewed by a panel of external scientific experts who are appointed by the NJCCR. The panel evaluates candidates based on academic qualifications, scientific merit of the proposed research areas, the qualifications of the mentors, the adequacy of facilities, institutional support and the relevance of the work to the causes of cancer or methods of clinical treatment.

The reviews and recommendations of the scientific panel are provided to the Commissioners who make the final decision on all awards. The NJCCR reserves the right to consider other contributing factors such as programmatic, geographic diversity and relevancy factors in making decisions among applications that have comparable scientific merit based upon review panel recommendations.

##### **Review and Selection Process**

- a. **Phase I Review:** All eligible applications will be initially reviewed for completeness by the DOH staff. Incomplete applications and applications that are non-responsive to the eligibility criteria will not advance to Phase II review. Applicants will be notified, via email, or SAGE that the application did not meet eligibility requirements.
- b. **Phase II Review:** An objective external review panel will evaluate complete and responsive applications according to the criteria listed in the criteria section of the RFA. Each application will be reviewed and scored by a minimum of two (2) reviewers.
- c. **Phase III Review:** Scored applications will be ranked **according to the reviews and** award recommendations will be presented to DOH **by the NJCCR.**

**Anticipated Announcement and Award Dates:**

Successful applicants should anticipate notice of funding on or about January 1, 2016.

**Agency Contacts**

DOH encourages inquiries concerning this announcement.

**ADDITIONAL INFORMATION:**

Additional information regarding the terms of the 2016 Pre-Doctoral and Post-Doctoral Cancer Research Scholar Awards can be obtained by emailing the NJCCR at [njccr@doh.state.nj.us](mailto:njccr@doh.state.nj.us) or writing to:

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